

THE LATYMER SCHOOL ADMISSION PROCEDURES FOR ACADEMIC YEAR 2020

The Latymer School, Edmonton is a Voluntary Aided Selective Grammar School for boys and girls aged 11-18.

Admission to The Latymer School will be awarded on the basis of academic ability determined by performance in the school's selection tests which are compulsory for all applicants. In normal terms the top 500 applicants will be deemed selective and only applicants deemed selective will be admitted. However, adjustments will be made in relation to our oversubscription criterion (see page 3).

There is one round of tests after which applicants will be ranked in order of their standardised test score and places allocated according to the Oversubscription Criteria. Each year the school receives a substantial number of applications from children living outside of the Inner Area. However, as our application numbers are so high, it is extremely unlikely that these applicants would be successful in gaining admission to the school due to our oversubscription criteria. **This is because, historically, all places are filled by those applicants living in the Inner Area and there has never been an offer made to Out of Area applicants under criteria 5.**

Open Evenings

The school will be open for tours for prospective pupils on **Wednesday 26 June and Thursday 27 June 2019**. The Headteacher, senior staff and pupils will give talks on life at Latymer and the admissions procedure. Further details regarding this and school tours will be published on our website when final arrangements have been determined. We will be operating an online booking system which will be accessible from our website.

ADMISSION TO YEAR 7 IN THE NORMAL ANNUAL ADMISSIONS ROUND

The Published Admission Number (PAN) for Year 7 is 192.

The school is part of the Pan-London Co-ordinated Admissions Scheme. In order to make an application to The Latymer School, parents **must** name The Latymer School on the Common Application Form (CAF) issued by the applicant's Local Authority (the Home Local Authority). You will receive the common application form from either your primary school or local authority. If you do not name The Latymer School on your CAF the local authority will be unable to process your application further and your child's name will be withdrawn from the process.

Registering for the Assessment Tests

The school's Supplementary Information Form (SIF) **must** be completed in order for candidates to sit the compulsory assessment tests. **For applicants who live outside the Inner Area, this will include a section for you to set out your willingness and ability to move to the Inner Area if a place could be offered to your child under our Inner Area criterion.**

The online SIF will be available on the school website **only**, from **Tuesday 18 June until Wednesday 3 July 2019**. We are unable to accept registrations after this date, or registrations made via tutoring group websites. Please ensure that the information you provide on the SIF is accurate, especially your child's date of birth, as the school cannot be responsible for parental errors.

Please note that the school cannot be held responsible for technical breakdowns/errors when completing our online registration form on electronic devices.

For applicants applying under the Oversubscription Criteria (SEND, Music and Pupil Premium applicants), all supporting evidence must be supplied to the school by **Friday 5 July 2019**.

Parents wishing to apply on the basis of exceptional musical ability (see Oversubscription Criteria 4 below) will need to complete a separate music form which will be available on our Open Evenings and on our website. Due to the high volume of applicants expected to apply under this criterion, we may only be able to contact those candidates required to audition.

The Test

All registered candidates will receive an invitation to the tests in order of surname detailing the date and time of their test. Candidates will be required to produce photographic ID on the day of the test. Further instructions will

be included in the invitation correspondence.

Test Dates

Sunday 1 September 2019 and Tuesday 3 September 2019

Requests to alter a candidate's allocated date may not be considered. Unfortunately, date clashes with other selective schools that also have assessment tests are sometimes unavoidable.

For registered applicants unable to attend the test session offered due to illness, a doctor's note will be required and a late test arranged. Other circumstances may be considered but taking a test at another school may not.

Testing Procedure

All tests will take place at The Latymer School and can only be taken once at the beginning of Year 6.

Registered applicants will be invited to sit tests in Mathematics, Verbal Reasoning and English. Applicants are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics.

The Mathematics and Verbal Reasoning test will be one combined test paper of multiple choice format set by GL Assessment. It will be 60 minutes in duration and the School will have no advanced knowledge of the content of this paper. The English paper will be set by the school and will include both reading and writing sections it will be 60 minutes in duration.

The Verbal Reasoning and Mathematics papers will be scored first. These results will be combined to give an age-standardised result for each applicant in rank order (rank 1 being the highest position).

Applicants with a ranking position below 500 will be deemed by the School Governors as not eligible for consideration to the school under academic ability and will therefore not have their English papers marked. The exception to this rule is applicants applying under our Oversubscription Criteria (1, 2 &3) as mentioned on page 3 of this document.

Applicants with a ranking position between 1 and 500 will have their English papers marked and the raw score will be added to the Verbal Reasoning and Mathematics raw scores by the test provider in order to produce re-standardised age related results for the top 500 cohort (rank 1 being the highest position, rank 500 being the lowest). 192 places will be offered in order reflecting our oversubscription criteria.

The school will not be able to consider requests for re-marks.

For practice material for the Mathematics and Verbal Reasoning papers, please refer to the test provider's website. A specimen English paper is available on the school's website.

Applicants requiring adjustments on test day should refer to the separate SEND Guidance document provided prior to the test. Please note that candidates with an SEND/medical issue may be tested on a separate day to the published dates.

Offers

The Governors will select the 192 applicants to whom they wish to offer places and the next 50 ranked applicants will be held on a waiting list. A list of the top 500 applicants will be sent to the London Borough of Enfield who will be coordinating the process with all other Boroughs. Parents are advised to view the admission arrangements for their home local authority so that they are aware of procedures.

Parents will be notified, usually in October before the CAF deadline, of the likelihood of receiving a firm offer of a place based on their ranking after all tests have been marked and age standardised. The final results of the Secondary Transfer Procedure will be communicated to parents by their own Local Authority on National Offers day early in March.

We must emphasise that meeting the criteria required by the Governors is not a guarantee that a place at the

School will be offered. It is likely that many more candidates than PAN will meet the criteria required to be eligible for a place should they choose to apply.

Allocation of Places

In accordance with Section 324 of the Education Act 1996, pupils holding an Education Health & Care Plan at the time of registering for our assessment tests will be deemed selective if they are ranked within the top 900 applicants and reside within the Inner Area. Only applicants deemed selective will be admitted. The school must be named in the Education Health & Care Plan. There is no limit to the number of applicants admitted for EHCP.

In the event of there being more than 192 applications (including children with EHCPs name the School), places will be allocated in accordance with the oversubscription criteria below in number order 1 to 5.

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those applicants who reside in the Inner Area and who are within the Top 500 applicants.

However, applicants applying under our Oversubscription Criteria will be considered if they reside in the Inner Area and provide supporting evidence for the category for which they are applying in the following order:

1. **Looked After Children:** any child who is, or has previously been, looked after under the provision of The Children's Act 1989, will be deemed selective if they are ranked within the top 900 applicants and only applicants deemed selective will be admitted. There is no limit to the number of children admitted under this criterion. Documents to confirm an applicants' looked after status should be submitted to the school at the time of registration. The school must be named on the CAF.

1a. **Children who were previously looked after (in state care) outside of England, but ceased to be so because they were adopted.**

Applications will be considered under this criterion if the applicants previously looked after status and adoption is confirmed. Documents to confirm an applicants' previously looked after status should be submitted to the school at the time of registration. Applicants will be deemed selective if they are ranked within the top 900 applicants and only applicants deemed selective will be admitted. There is no limit to the number of applicants admitted under this criterion. The school must be named on the CAF.

2. Up to 20 applicants on the basis of **Pupil Premium** who can provide written confirmation, directly from their primary school that they are in receipt of free school meals at the time of registering for our assessment tests. Applicants will be deemed selective if they are ranked within the top 900 applicants and only applicants deemed selective will be admitted. The school must be named on the CAF. In the event of a Pupil Premium applicant withdrawing from the process, the next highest ranked child under this criterion will be considered for the place. The number of applicants admitted under this criterion can vary from year to year.

3. Up to 20 applicants who show **exceptional musical talent** will be considered for a music place. Applicants ranked within the top 900 will be deemed selective and only applicants deemed selective will be admitted. Exceptional musical talent can be demonstrated on any instrument/s (including voice) based on assessment with a recognised board such as ABRSM and Trinity. Applicants should usually have achieved at least Grade 5 distinction level, but this will depend on the instrument as well as previous opportunity and experience. Some applicants may not have reached Grade 5 distinction as a result of their starting point but this should not prohibit applicants from applying under the music criterion. Confirmation of this level may be tested by an audition. In the event of a Music candidate withdrawing from the process, the next highest ranked child under this criterion will be considered for the place. Please note that the school's decision to audition candidates (or not) or to offer music places is final. The number of applicants admitted under this criterion can vary from year to year.

4. Applicants resident in the Inner Area in rank order.

5. Applicants resident outside the Inner Area will be considered in rank order.

It is the responsibility of the parent(s)/carer(s) to supply supporting evidence in relation to our oversubscription criteria (numbers 1-3). This should be provided by the deadline of Friday 5 July 2019.

In the event of a 'tie' situation for the last available place, due to applicants achieving the identical aggregate age-standardised test score within a category, preference will first be given to students who are on pupil premium but haven't been offered a place under this category, then to students who show exceptional musical talent but haven't been offered a place under this category and then those who live closest to the school by straight line measurement from the school to the permanent residence address.

Inner Area

Priority is given to those applicants who are resident in the Inner Area as of **10 January 2020** as described in the Oversubscription Criteria above.

The Inner Area means applicants whose Main Address is in the following postcode areas; E2, E4, E5, E8, E9, E17, EN1, EN2, EN3, EN4, EN5 (Sectors 1, 2, 4, 5 only), EN8 (Sectors 7, 8, 9 only), N1 (not N1C), N2, N3, N4, N5, N6, N7, N8, N9, N10, N11, N12, N13, N14, N15, N16, N17, N18, N19, N20, N21, N22. There is no preference within this list.

Main Address means the place at which the applicant spends the week day nights in the ordinary course of events.

ADMISSION OF APPLICANTS OUTSIDE OF THEIR NORMAL CURRICULUM AGE GROUP (over/under age applicants)

Requests to admit applicants outside of their normal age group will be considered upon written confirmation from the current primary school/provider stating that the applicant is capable of following the academic curriculum offered by the school. These applicants will be ranked alongside all others in accordance with the school's oversubscription criteria.

APPLICANTS WHO HAVE TAKEN EARLY GCSE EXAMINATIONS (YEAR 7 TO YEAR 11)

Please note that any applicants admitted to the school who have taken early GCSE examinations will follow the normal curriculum in that subject and will be examined at the end of Year 11. The school will not be able to offer individual support outside the curriculum area.

WITHDRAWALS OF OFFERS AND PLACES (YEAR 7 TO YEAR 10)

The school reserves the right to withdraw offers and, where appropriate, places if it transpires that any untrue statement has been made in support of an application, or there has been a failure to notify a change which has a material impact on the outcome of the application.

APPEALS PROCEDURE

Where a child has been refused admission to any school named on the Common Application Form, parents have the right to appeal against that decision. In the case of applications at the secondary transfer stage (year 6 to year 7) parents should appeal within 20 days of notification by their Local Authority that their child has not been offered a school place. Appeals for The Latymer School will take place in April or May at the school and heard by an Independent Appeals Panel. At other times parents should appeal within 30 days of receipt of the letter refusing a place at the school.

IN YEAR ADMISSIONS (KS3 /KS4) YEAR 8 TO YEAR 10

Parents wishing their child to be considered for any vacancies that may arise in Year 8 to 10 must email the school to register their interest. For those applicants who took the entrance tests in year 6, the ranking list is maintained until the end of the first half term. Therefore, if a vacancy arises between the start of the academic year in September and the October half term, the next applicant on our initial waiting list of 50 will be offered the place.

If further vacancies arise after this, the remaining applicants on our initial waiting list will be tested in June or July, along with all new applicants on the list. The Governors will base their decisions on the results of tests in English, Maths **and possibly a modern foreign language from French, German, Latin or Russian.**

Any successful applicant(s) will be resident in the Inner Area and begin at Latymer at the start of the new academic year. There are no practice papers available for In Year tests but please view our web page <https://www.latymer.co.uk/curriculum> for further information on the school curriculum. Parents need to reapply each year for any future vacancies.

For Year 11 we would only seek to fill a vacancy if we were able to offer subject compatibility. We would then follow the same procedures as for other in year vacancies, with additional testing in the Sciences.

The governors will admit applicants up to the number of vacancies, but will only admit applicants who demonstrate through the tests that s/he is capable of following the Latymer education. If there are more qualified candidates than vacancies, or, if candidates are equally ranked, the governors will apply the order of priority listed in the oversubscription criteria (page 3 – numbers 1, 2, 2a and 3).

In Year waiting lists are open from 1 September to 1 June each year.

SIXTH FORM EXTERNAL ADMISSIONS TO YEAR 12

The Governors offer places each September to approximately 50 pupils from other schools. On-line registration forms and prospectus are available on the school website, www.latymer.co.uk normally from October.

The Open Evening for sixth form entry normally takes place in October/November, with the closing date for receipt of registration forms early December with the assessment tests taking place in January. **All dates, once confirmed, will be published on the school website.**

Candidates required to take the assessment tests

For those wishing to study any of the following: **Mathematics, Further Mathematics Biology, Chemistry or Physics there is a compulsory** assessment test. Further information regarding this will be available on the open evening and also published on the school website.

For those applicants for Year 12 who are tested the school admits those with the highest test scores and who meet the minimum GCSE requirements. The minimum GCSE requirements are: (1) at least a grade 7 (equivalent to a grade A) in the subjects they wish to study at AS-level; and (2) at least 6 grade 7s overall at GCSE. Students should also have a minimum of a grade 5 (equivalent to grade C – strong pass) in English and Maths.

Provisional offers are made to applicants with the highest score in the test (except that subject choices may mean that some subjects become full and further places cannot be offered to applicants seeking to study those subjects). If you do not sit the test for Mathematics and the Sciences you will not be allowed to study these subjects at Latymer and therefore if an applicant is considering them as possible options they should sit the test.

The provisional offer only becomes a full offer if the applicant's GCSE grades meet the minimum GCSE

requirements.

(6 grade 7s in full GCSEs and a grade 7 in each subject to be taken and a minimum of a grade 5 (strong pass) in Maths and English.)

Students wishing to study Further Maths will need a minimum of a grade 8, but places will be allocated first to students with a grade 9).

Candidates not required to take the assessment tests

There is no test for other subjects. If there is capacity in the subjects requested the decision to make a provisional offer will be based on mock exam results and predicted grades from an applicant's current school. An applicant will not be allowed to switch to the subjects requiring the test if they have not sat the test on the date advertised for entry in that year. There will not be an opportunity to sit the test at a later date.

Oversubscription

If there are more applications than places in certain subjects, priority for admission will be given to those applicants who live in the Inner Area.

Conditional offers are made on subject availability for applicants who are not required to sit the assessment tests. For applicants required to sit the assessment tests, conditional offers are made in rank order of the assessment test results and subject availability.

Please note that the school does not offer students the option of repeating a year.

Adjustments for candidates on Test Day

Applicants with an Education Health & Care Plan or known medical need should indicate this on Registration Form. We will then contact you prior to sitting the Tests.

Resolution of a tie situation

In the event of a 'tie' situation for the last available place, due to applicants achieving identical test scores and GCSE achievement, preference will first of all be given to any applicants who have an EHCP, are 'looked after' or have previously been looked after by a local authority, then applicants with proven Pupil Premium eligibility. Following this, preference will be given to students who live closest to the school by straight line measurement from the school to the permanent residence address.

Further Requirements

1. Students must be able to show to the school's satisfaction that they have a right to reside in the United Kingdom and is entitled to State Education. Overseas applicants must hold a full British or EU passport, or have documentation that confirms their status to remain in the UK.
2. Students will not be admitted to the school until they have provided authentic, valid and bona fide documentation in support of their application, including documentation to confirm their GCSE results.

Withdrawals of offers and places (Year 12)

The school reserves the right to withdraw offers and, where appropriate, places if it transpires that any untrue statement has been made in support of an application, or there has been a failure to notify a change which has a material impact on the outcome of the application.

APPEALS PROCEDURE

Where an applicant has been refused admission to the school the applicant or parent(s) have the right to appeal the decision.

Appeals for year 12 are held at the school during September/October by an Independent Appeal Panel.

The information contained in this document relates to admission in the academic year 2020 and is correct for that year as at February 2019. It should not be assumed, however, that there will be no changes affecting this information before the start of, or during, the academic year in question.

This is the amended version published on 8/2/2019.

Please also refer to our published FAQs page in conjunction with this document.